

Kingdom of Bhutan

CAREER AND OCCUPATIONAL DICTIONARY

OCCUPATIONAL GROUPS AND CODES

Introduction

The preparation of a Career and Occupational Dictionary requires agreement on the various occupations that should be included. It is proposed to use a modified version of the International Standard Classification of Occupations (ISCO 88), adapted to meet the special circumstances of Bhutan, in the preparation of the Dictionary.

In applying ISCO 88 to Bhutan's circumstances, it is important to stress that this classification refers to **occupations**, not **jobs** or **positions**.

An **occupation** refers to a group of jobs in which the tasks performed are reasonably similar with regard to the tasks performed and the knowledge, skills and abilities required for their successful performance. Primary teacher, computer programmer, civil engineer, accountant, nurse, sales person, airline pilot, secretary, and security guard, are all examples of occupations.

A **job** is comprised of a set of tasks, whether mental or physical, performed by a person. Although many jobs are similar, each one must be defined in accordance with the specific tasks to be performed in that job.

A **position** or **post** usually refers to the level of a job within the organization or enterprise. A position gives some information about the type of occupation involved, but provides no information on the actual job itself. For example, Senior Technical Officer, Level 1, is a **position** and provides no information about the actual job or work to be performed. Information on positions is of little help in choosing a career.

Although it is possible to define every job, in practice this is an enormous task because each job is different. It is possible, however, to group jobs into **occupations** to assist people in making career choices.

ISCO 88 refers to ten (10) occupational groups, as follows.

- 1. Legislators, senior officials and managers**
- 2. Professionals**
- 3. Technicians and associate professionals**
- 4. Clerks**
- 5. Service workers, shop and sales workers**
- 6. Skilled agricultural and fishery workers**
- 7. Craft and related trade workers**
- 8. Plant and machine operators**
- 9. Elementary occupations**
- 0. Armed forces**

Each of these occupational groups is divided into various sub-groups, and with each individual occupation being identified by an occupation code number.

It is proposed that the Career and Occupational Dictionary include some **300** entries on individual occupations of relevance to career choice in the Kingdom, as indicated below. These occupations cover all sectors, namely, government, corporate and private.

1. LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

General Managers

Company Director	121
Executive	121
Production Manager	122
Construction Manager	122
Hotel Manager	122
Restaurant Manager	122
Transport Manager	122

Specialist Managers

Finance Manager	123
Human Resource/Personnel/Industrial Relations Manager	123
Sales Manager	123
Marketing Manager	123
Public Relations Manager	123
Supply Manager	123
Computer Services and Systems Manager	123
Research and Development Manager	123
Property/Real Estate Manager	123

2. PROFESSIONALS

Physical Science and Related Occupations

Physicist	211
Meteorologist	211
Hydrologist	211
Chemist	211
Geologist	211
Ecologist	211
Mathematician	212
Statistician	212

Computer Professionals

Computer Systems Designer	213
Computer Programmer	213

Engineers and Related Professionals

Architect/Town planner	214
Civil Engineer	214
Electrical Engineer	214
Electronics Engineer	214
Mechanical Engineer	214
Chemical Engineer	214
Mining Engineer	214
Cartographer	214
Surveyor	214
Metallurgical Engineer	214

Life Science and Health Professionals

Biologist	221
Botanist	221
Pathologist	221
Agronomist	221
Medical Doctor	222
Dentist	222
Psychiatrist	222
Chiropractor	222
Veterinarian	222
Pharmacist	222
Nurse/Midwife	223

Education Professionals

College/University/Higher Education Teacher	231
Secondary Education Teacher	232
Primary Education Teacher	233
Pre-Primary Teacher	233
Special Education Teacher	234
Curriculum Officer	235

Education Monitoring Officer	235
Career Guidance Officer	235

Other professionals

Accountant/Auditor	241
Lawyer	242
Judge/Magistrate	242
Archivist/Curator	243
Librarian/Documentalist	243
Economist	244
Sociologist	244
Anthropologist	244
Historian	244
Political Scientist	244
Translator/Interpreter	244
Psychologist	244
Social Worker	244
Counselor	244
Author	245
Journalist	245
Cartoonist	245
Sculptor	245
Artist**	245
Composer	245
Musician	245
Actor	245
Film/Stage Director	245
Religious Professional	246
Consultant	247

3. TECHNICIANS AND ASSOCIATE PROFESSIONALS

Draughtperson	311
Computer Technician	312
Photographer	313

Image and Sound Recording Operator	313
Broadcasting/Telecommunications Equipment Operator	313
Medical Equipment Operator	313
Medical Laboratory Technician	313
Radiographer	313
Electronic Equipment Operator	313
Aircraft Pilot	314
Air Traffic Controller	314
Air Traffic Safety Technician	314
Building Inspector	315
Fire Inspector	315
Health Inspector	315
Work Safety and Health Inspector	315
Labour Inspector	315
Forestry Officer	321
Agricultural Extension Officer	321
Dietician/Nutritionist	322
Optometrist/Optician	322
Dental Assistant	322
Physiotherapist	322
Veterinary Assistant	322
Pharmaceutical Assistant	322
Occupational Therapist	322
Nursing Associate Professional	323
Midwifery Associate Professional	323
Traditional Medicine Practitioner	324
Traditional Healer ***	324
Chef	325

Teaching Associate Professionals

Primary Education Teaching Associate	331
Pre-Primary Education Teaching Associate	332
Special Education Teaching Associate	333

Other Associate Professionals

Securities/Finance Dealer	341
Insurance Representative	341
Estate agent	341
Travel Consultant	341
Tour/Trekking Guide ***	341
Technical/Commercial Sales Representative	341
Buyer	341
Valuer/Auctioneer	341
Quantity Surveyor	341
Clearing/Forwarding Agent	342
Employment Agent/Labor Contractor	342
Administrative Secretary/Personal Assistant	343
Legal/Business Professional Associate	343
Bookkeeper	343
Customs/Border Inspector	344
Government Tax/Excise Official	344
Government Social Benefits Official	344
Government Licensing Official	344
Police Inspector/Detective	345
Social Work Associate Professional	346
Decorator/Interior Designer	347
Graphic Designer	347
Clothing Designer	347
Radio/Television Announcer	347
Singer/Musician/Dancer	347
Model	347
Athlete/Sportsperson	347
Sports Coach	347

4. CLERKS

Office Workers

Word Processor Operator	411
Data Entry Operator	411
Secretary	411

Accounting/Bookkeeping Clerk	412
Finance Clerk	412
Stock Clerk	413
Production Clerk	413
Transport Clerk	413
Filing Clerk	414
Mail/Sorting Clerk	414
Coding/Checking Clerk	414
Cashiers	421
Tellers	421
Debt Collector	421
Travel Clerk	422
Receptionist	422
Switchboard Operator	422

5. SERVICE, SHOP AND MARKET SALES WORKERS

Service Workers

Travel Attendant/Steward	511
Transport Conductor	511
Housekeeper	512
Cook	512
Waiter/Waitress/Bartender	512
Child-care Worker	513
Institution-based Personal Care Worker	513
Home-based Personal Care Worker	513
Hairdresser/Barber	514
Beautician	514
Film/Stage Make-up Artist	514
Spa Attendant	514
Gymnasium Worker	514
Undertaker/Embalmer	514
Florist	514
Astrologer ***	515

Fortune-teller/Palmist	515
Fire-fighter/ Fireman	516
Police Officer	516
Prison Guard	516
Security Guard	517

Shop Workers

Shop Salesperson/Demonstrator	522
Stall and Market Salesperson `	523

6. SKILLED AGRICULTURAL AND FISHERY WORKERS

Agricultural Workers

Crop and Vegetable Grower	611
Horticulturist	611
Dairy/Livestock Producer	612
Worm Cultivator	612
Poultry Producer	612
Apiarist/Sericulturist ***	612
Forestry Logger	614
Charcoal Burner	614
Aquatic-life Cultivation Worker	615
Subsistence Agriculture Worker	621

7. CRAFT AND RELATED TRADE WORKERS

Mine Workers

Miner/Quarry worker	711
Shotfirer/Blaster	711
Stone splitter/Cutter/Carver ***	711

Building Workers

Bricklayer/Mason ***	712
Concrete Worker	712
Carpenter/Joiner ***	712
Roofer	713
Floor Layer/Tiler	713
Plasterer	713
Insulation Worker	713
Glazier	713
Plumber/Drainer	713
Building Electrician	713
Painter ***	714
Varnisher	714

Metal Workers

Metal Moulder/Coremaker	721
Welder/Flamecutter	721
Sheet Metal Worker	721
Structural Metal Worker	721
Rigger/Cable Splicer	721
Sawyer ***	722
Blacksmith/Forge Press Worker ***	722
Toolmaker	722
Machine-tool Setter	722
Metal Wheel Grinder/Polisher/Tool Sharpener	722

Mechanics

Motor Vehicle Mechanic ***	723
Auto Electrician ***	723
Aircraft Engine Mechanic	723
Agricultural or Industrial Machinery Mechanics	723
Electrical Mechanic	724
Electronics Mechanic	724
Telegraph/Telephone Installer and Servicer	724

**Electrical Line Installers/Repairers/Cable Jointers/
Linemen *** 724**

Hand Craft Workers

Precision Instrument Maker 731
Musical Instrument Maker * 731**
Jewelery/Precious Metal Worker * 731**
Potter/Abrasive Wheel Former * 732**
Glass maker 732
Glass Engraver 732
Glass/Ceramics Painter 732
Handicraft-Wood Worker/Wood Carver * 733**
Handicraft-Textile/Leather Workers * 733**
Photographic Print-trade Worker 734
Bookbinder 734
Silk Screen/Block/Textile Printers 734

Food Trade Workers

Butcher/Fishmonger 741
Baker/Pastry Cook/Confectionery Maker 741
Dairy-products Maker 741
Fruit/Vegetable Preserver 741
Food and Beverage Taster/Grader 741

Wood and Related Trades

Wood Treater 742
Cabinet Maker 742
Woodworking Machine Setter 742
Basket Weaver/Brush Maker * 742**
Traditional Paper Maker * 742**

Textile and Related workers

Fibre Preparer * 743**
Weaver/Knitter 743
Tailor/Dressmaker * 743**
Textile/Leather Pattern Maker/Cutter 743

Sewer/Embroiderer ***	743
Upholsterer	743
Shoe Maker/Repairer ***	744

Other

Slate Carver	751
Sword Maker ***	752

8. PLANT AND MACHINE OPERATORS AND ASSEMBLERS

Plant and Equipment Operators

Mining Machinery Operator	811
Mineral-ore/Stone-processing Worker	811
Well-driller/Borer	811
Ore and Metal Furnace Worker	812
Metal Melter/Rolling Mill Worker	812
Metal Heat-treating Worker	812
Metal Drawer/Extruder	812
Glass/Ceramics Kiln Machine Worker	813
Wood-processing Plant Worker	814
Chemical-processing Plant Worker	815
Power-production Plant Worker	816
Boiler/Steam Engine Plant Worker	816
Water-treatment/Incinerator Plant Worker	816
Automated Assembly-line Worker	817

Machine Operators

Machine-tool Operator	821
Cement Products Machine Operator	821
Chemical Products Machine Operator	822
Rubber-products Machine Operator	823
Plastic-products Machine Operator	823
Wood-products Machine Operator	824
Printing Machine Operator	825

Bookbinding Machine Operator	825
Paper Products Machine Operator	825
Fibre-preparing/Spinning Machine Operator	826
Weaving and Knitting Machine Operator	826
Sewing Machine Operator	826
Bleaching/Dyeing Machine Operator	826
Process Workers	827
Assembly Workers	828

Drivers and Mobile Equipment Operators

Light Vehicle Driver ***	832
Heavy Vehicle Driver ***	832
Taxi Driver ***	832
Motorised Agriculture and Forestry Machine Operator	833
Earth Moving Plant Operators	833
Crane/Hoist Operators	833
Cargo Lifting Truck Operator	833
Road Making Plant Operator	833

9. ELEMENTARY OCCUPATIONS

Vending and Service Workers

Street Vendor	911
Door-to-Door Salesperson	911
Shoe Cleaner	912
Domestic Helper/Cleaner ***	913
Office/Hotel/ Helper/Cleaner	913
Laundry Worker	913
Building Caretaker	914
Vehicle/Window Cleaner	914
Messenger ***	915
Doorkeeper/Porter	915
Garbage Collector	916
Sweeper	916
Labourer	921

0. ARMED FORCES

Additional Occupational Groups (Not Classified)

Internal Auditor
Postman
Training Officer
Air Traffic Assistant
Airport Baggage Loader
Scavenger ***
Furnace Operator
Tapper ***
Stoker ***
Lime Kiln Operator
Grinder
Timekeeper
Blender Assistant
Spirit Godown Mate

Program Officer
Rod Binder
Postal Assistant
Credit Officer
Currency Officer ***
Note & Coin Examiner ***
Actuary
Range Manager
Burner ***
Miller
Meter Reader ***
Marker
Belder ***
Talley Checker ***